



**City of Asheville
Bele Chere Festival
July 22 – 25, 2010**

Request for Proposal: Laminated Pass Bid

The City of Asheville is requesting bid proposals for the services described on the attached page. Minimum requirements are as identified.

Bids will be evaluated by price, ability to provide services requested, past performance as a supplier to the City of Asheville (if applicable), and the ability to furnish references for past contracts fulfilled of a similar scope and size.

Before submitting a proposal, each bidder is encouraged to make all investigations and examinations necessary to ascertain on site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Asheville upon which the bidder will rely. If the bidder receives a contract as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the bidder from its obligations to comply in every detail with all provisions and requirements of the contract documents nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan to outreach to minority businesses for this project. Bidders should provide a written statement of their intentions to perform minority business outreach with or without subcontracting and if they will be subcontracting, what are the bidder's good faith efforts in response to this RFP. Questions regarding the Minority Business Plan may be directed to the Coordinator of the Minority Business Program, in person at 70 Court Plaza on the 5th Floor, Asheville, NC 28801 or by phone at (828) 232-4566 or by email at minoritybusiness@ashevillenc.gov or find information on the website at www.ashevillenc.gov/mbp.

You can access two sources for certified minority firms at www.ips.state.nc.us/ips/vendor/searchvendor.aspx?t=h or www.doa.nc.gov/hub to search for vendors. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

All bids must be received by **Friday, May 21, 2010 by 5:00 p.m.** Bids must be mailed, emailed or faxed to:

City of Asheville
Parks, Recreation & Cultural Arts
Bele Chere Festival – Kristin Pérez
PO Box 7148
Asheville NC 28802
Fax: (828) 259-5606
kperez@ashevillenc.gov

If you have any questions, contact Kristin Pérez at (828) 259-5773 or kperez@ashevillenc.gov



**Request For Proposal: Laminated Passes
Bele Chere Festival
July 22 – 25, 2010**

The City of Asheville is requesting bids for laminated passes approximately 2.5 inches wide by 3 inches tall with the following variety of text:

Qty	Item
30	FULL ACCESS
75	FULL ACCESS STAGE
50	COMMITTEE
12	AREA MANAGER
25	LOGISTICS
25	MEDIA
25	BOARD OF DIRECTORS
300	VOLUNTEERS
75	ARTIST (Headliners only)

The City will supply artwork for the passes and the artwork will need to be printed in color. Each type of badge will need a different background color. All badges will need to have a slot cut in them so they can be hung from a lanyard.



Bele Chere 2010 Laminated Passes Bid

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

TOTAL BID WITHOUT LANYARDS: \$ _____

TOTAL BID WITH LANYARDS: \$ _____

COST PER LANYARD IF WE CHOOSE TO
SUPPLEMENT OUR CURRENT SUPPLY: \$ _____

Print Name: _____

Signature: _____

Date: _____